

Minimum Qualification Specification
for the Class:REGIONAL COMPLIANCE AND
CORPORATE QUALITY ASSURANCE OFFICEREducation Requirement:

Education: A Bachelor's degree in health care, hospital administration, public health administration, business administration, social work or nursing.

Experience Requirement:

Experience: A combination of five (5) years of progressively responsible professional experience in an acute or Long Term Care facility for program planning and evaluation in quality assurance, compliance, risk management, health education or utilization management and review.

Substitution: A Master's degree in health care, hospital administration, public health administration, business administration, social work or nursing may substitute for 1 year of experience.

Administrative Experience: Experience in various healthcare programs which involved active participation in and major responsibility for the development, management, execution, and coordination of policies, activities, and programs. *For the Quality Assurance and Corporate Compliance Officer position, administrative aptitude rather than actual administrative experience may be accepted. Administrative aptitude will be considered to have been met when there is strong affirmative evidence of the necessary administrative aptitudes and abilities. Such evidence may be in the form of success in regular or special assignments or projects which involve administrative matters (e.g., in planning, organizing, promoting, and directing a program providing staff advice and assistance); managerial interest demonstrated by the performance of work assignments in a manner which clearly indicates awareness of managerial problems and the ability to solve them; completion of educational or training courses in management accompanied by the application of principles learned to work assignments; management's observation and evaluation of the applicant's leadership and managerial capabilities; success in trial assignments involving managerial and/or administrative tasks.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification:

Specialized knowledges, skills and abilities may be required to perform the duties of some positions. In such positions, applicants must possess the pertinent experience and/or training required to perform the duties of the position.

Departments requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position.

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the VP/Director of Human Resources.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

This is an amendment to the minimum specifications for the class, REGIONAL COMPLIANCE AND CORPORATE QUALITY ASSURANCE OFFICER, to include the mental/emotional requirement, effective June 16, 2005.

This is the first amendment to the minimum qualification specifications for the class Quality Assurance & Corporate Compliance Officer, and the change in title to Regional Compliance and Corporate Quality Assurance Officer, effective September 12, 2003.

This is the first minimum qualification specifications for the class Quality Assurance & Corporate Compliance Officer, effective June 26, 2003.

APPROVED: _____
JANICE WAKATSUKI
VP/Director of Human Resources